

HELP! How Do I BEGIN!

Teacher-Librarian Induction

ESSENTIAL DOCUMENTS

Essential documents, prepared by your school, the school division, boards of education, and the Saskatchewan Ministry, guide the decision-making and activities of school libraries. The documents provide assistance and vitiate potential problems when the community requests action, when students need help, and when teachers ask for advice. It is imperative that teacher-librarians are not only familiar with provincial and divisional school library policies and procedures, but promote the content of these documents.

SELECTION POLICY

Section 37 of *The Education Regulations*, 1986 requires that boards of education establish policies and standards governing school libraries. The legislations specifically states that a selection policy and a policy for challenged materials must be established. The policies provide guidance and direction to the school library staff members responsible for collection development and maintenance as well as a very general description of the types of material to be included in the library's collections.

Ministry of Education

Diverse Voices: Selecting Equitable Resources for Aboriginal and Métis Education (1995) <http://www.sasklearning.gov.sk.ca/docs/policy/diverse/index.html>

Gender Equity: Policies and Guidelines for Implementation (1991) http://www.sasklearning.gov.sk.ca/curr_inst/iru/gender.shtml

Connections: Policy and Guidelines for School Libraries in Saskatchewan (2008) <http://education.gov.sk.ca/adx/aspx/adxGetMedia.aspx?DocID=1870>

Ministry of Education. (2009). *Curriculum Renewal in Saskatchewan: Introduction of Outcomes-based Education*.

<http://www.education.gov.sk.ca/adx/aspx/adxGetMedia.aspx?DocID=2768,140,107,81,1,Documents&MediaID=6038&Filename=180+Curriculum+Renewal.pps>

Ministry of Education. *PreK-12 Curriculum Policy, Curricula & Learning Resources* <http://www.education.gov.sk.ca/prek-12-curricula>

School Division

Collection Development Policy

Book Challenge Policy and Procedure
De-Selection, Weeding, and Discarding Procedure
Budget Formula Guidelines

LIBRARY PROGRAMMING

These documents guide the teacher-librarians planning around student learning and the promotion of reading.

Internet Network Policy/ Acceptable Use Policy (AUP)
Library Skills Continuum
Cooperative Planning Policy
Statement on Plagiarism

PROCEDURES

Inventory
Year-End Procedure

LIBRARY RULES AND REGULATIONS

These are clear statements of the responsibilities of the library patrons.

Library Borrowing Procedure
Library Fines
Hours of Operation
Guidelines for Student Behaviour

PLANNING

These strategic plans clarify and communicate the school library's long range goals.

Operational Plan
Strategic Plan

MARKETING, REPORTING, AND ADVOCATING

The documents accentuate the positive by promoting on how the school library contributes to the school, the community, and to the division.

Brochures for Parents
Letters to Teachers
Annual Reports
Evidence-Based Practice